

**INFANT AND TODDLER**

**COURT APPOINTED SPECIAL ADVOCATE**

**JOB DESCRIPTION**

**POSITION TITLE:** Court Appointed Special Advocate Infant Toddler Volunteer

**RESPONSIBLE TO:** Child Advocates of Fort Bend

**Overview of Position**

The Infant Toddler Court Appointed Special Advocate will primarily work with children from birth to age 5. CASA volunteer advocates monitor children’s health and medical care, cognitive and milestone development, and facilitate connections between families of origin and foster families to build support networks. During parent-child visits, CASA volunteer advocates are trained to amplify the positive and help parents value the possible in themselves and their children. By modeling during parent-child visitations, advocates gently guide parents to support their children’s optimal cognitive, emotional, and social development. In the Infant and Toddler program, advocates monitor younger children and attend court more frequently recognizing change occurs rapidly during these critical years in a child’s life.

**Qualifications of Position**

1. Complete 30-hour Pre-Service Training course.
2. Must be present for Infant and Toddler pre-service training
3. Sign felony statement form.
4. Agree to FBI check and TDFPS records check.
5. Attend interview with Volunteer Services Team and CAFB Staff
6. Appear before a judge to be sworn in as a CASA.
7. Sign a Statement of Commitment to serve a minimum of one year and fulfill the duties of CASA volunteer.
8. Attend 12 hours of Continuing Education (CE) courses as required by National and TX CASA standards after the 1-year anniversary. At least 3 hours of (CE) must pertain to infant and toddler population

**Requirements of Infant Toddler Position**

1. Must work within the guidelines, policies, and standards of Child Advocates of Fort Bend. (CAFB)
2. Must possess the ability to remain objective and work well with all persons involved in the case
3. Must be able to commit the time and effort to fulfill the expectations of a Court Appointed Special Advocate
4. Must work well as a Team, Sharing and receiving information and concerns
5. Must be able receive guidance and direction
6. Must be sensitive to cultural and ethnic difference
7. Must always understand and maintain confidentiality
8. Must have sound oral and written skills
9. Must be able to use a computer and input data into Optima (CASA Database)

**Responsibilities of a CASA**

1. Visit CASA child at least two times per month. One visit should be during parent-child visitation. Visits at placement should occur at least quarterly
2. Collaborate with parent-child coaching service provider by observing coaching sessions at least twice a month
3. Meet with all parties in the case; this includes child, parents, caregivers/foster parents, CPS, Attorney’s, etc at least one time per month
4. Review CPS case file at least quarterly
5. Enter all contacts and notes into Optima at least monthly and no later than the fifth day after contact
6. Meet with Advocacy Specialist at least one time per month for case staffings
7. Attend regular statutory hearings as well as monthly informational hearings
8. Provide verbal and written testimony for all statutory and monthly informational hearings
9. Submit the court report to the Advocacy Specialist 14 days prior to the hearing
10. Monitor the case to ensure the court orders and recommendation of services for the child are being fulfilled and the placement continues to be appropriate

11. Engage family in developing lifetime support networks for children in case by introducing and facilitation CFE tools and family meetings

12. Collaborate with Early Childhood Intervention providers to share any concerns about developmental milestones. Track developmental delays and progress with milestones monthly

13. Use trauma informed and strengths-based approach when working with children and families